DEPARTMENT OF BENEFIT PAYMENTS

May 30, 1974



ALL-COUNTY LETTER NO. 74-96

TO: ALL COUNTY WELFARE DIRECTORS

FOOD STAMP PROGRAM - TABLES FOR ISSUANCE OF VARIOUS TYPES OF COUPON SUBJECT: **BOOKS**

Attached is a copy of the revised tables for the issuance of various types of coupon books, effective July 1, 1974.

The tables utilize the revised coupon allotments established for the period July 1, 1974 through December 31, 1974. They cover all the allowable coupon allotments available under the variable purchase provision for households ranging in size from one to thirty persons.

These tables are designed to provide the recipient an efficient and economical distribution of the four types of coupon books. This distribution is also generally necessary to insure that sufficient quantities of each type of coupon book are available - particularly for July and August issuance.

Reasonable deviations from the tables are authorized to allow for adaptions to emergency conditions, or for temporary adjustments because of the unavailability of one or more of the four types of coupon books. Exceptions from the tables are also authorized for blind recipients requesting that all coupons be of the same denomination. However, requests by recipients for special consideration due to preference shall not be honored.

Also attached, as an aid in estimating the number and types of coupon books required, is the FNS "Criteria for Determining Estimated Proportional Needs of Each Book Type - July 1, 1974 Tables." The criteria are based upon the total monthly dollar value of issuance and assumes a semi-monthly issuance of coupons.

Please direct any questions to Richard Havnen, Chief, Food Stamp Management Bureau or Dickson Fox at (916) 445-6907.

Sincerely.

Deputy Director

Welfare Program Operations

Superseded by ...

Attachments

cc: FNS, USDA GEN 6 CWDA2/74)

Issued 2-13-76

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Reasonable deviations from the tables are authorized to allow for adaptions to emergency conditions, or for temporary adjustments because of the unavailability of one or more of the four types of coupon books. Exceptions from the tables are also authorized for blind recipients requesting that all coupons be of the same denomination. However, requests by recipients for special consideration due to preference shall not be honored.

Criteria For Determining Estimated Proportional Needs of Each Book Type - July 1, 1974 Tables

Information taken from Requisition for Food Coupon Books (FMS 260) or estimated total monthly dollar value of issuance for a new entity. Please refer to attached sample.

1. Take total dollar value of Average Monthly Issuance (Column $8\ X$ Column 2 for each denomination or estimated monthly dollar value of issuance for new point).

```
2,000 \times $2.00 = 4,000

2,000 \times 3.00 = 6,000

2,000 \times 10.00 = 20,000

2,000 \times 30.00 = 60,000

Total dollar value $90,000

issued monthly
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2. Multiply the total dollar value of monthly issuance by given percentages (below) to determine the dollar value of each denomination expected to be issued monthly. Please note that our illustration is based upon semimonthly issuance.

Percentages to be applied:

Ser	n i -m	onthly	Issuance	85% Monthly and 15%	Semi-monthly Issuance
2% i	for for	\$ 2.00 3.00 10.00	Books Books	1% for \$ 2.00 5% for 3.00 9% for 10.00	D Books D Books
		30.00		84% for 30.00	

(i.e., by following the July 1, 1974 Tables, agents issuing solely or primarily semi-monthly can expect 2% of their dollar amount issued to be in \$2.00 books, etc.)

```
$90,000 X 2% = $1,800 in $2.00 Books
90,000 X 9% = 8,100 in 3.00 Books
90,000 X 14% = 12,600 in 10.00 Books
90,000 X 75% = 67,500 in 30.00 Books
```

(\$1,800 of the total monthly issuance may be expected to be in \$2.00 Books, etc.)

3. Divide the dollar value of issuance by the value of the appropriate book type to convert dollar value to number of books. This will provide the Average Monthly Issuance (Column 8).

```
$ 1,800 \(\frac{1}{7}\) 2 = 900 Books

8,100 \(\frac{1}{7}\) 3 = 2,700 Books

12,600 \(\frac{1}{7}\) 10 = 1,260 Books

67,500 \(\frac{1}{7}\) 30 = 2,250 Books
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4. The Average Monthly Issuance (Column 8), along with Estimated Books on Hand (Column 6) and the Number of Months Supply desired (Column 9; 3 to 6 months is suggested, but not to exceed 6 months) is used to determine the number of books to be ordered.

The number of books to be ordered is found by taking the revised Average Monthly Issuance X 4 (in keeping with the 4 months supply indicated on the original sample requisition) and subtracting the amount on hand.

\$ 2.00 Books:

900 X 4 = 3,600 on hand = 4,000 Since amount on hand exceeds 4 months supply, 0 books ordered.

3.00 Books:

```
2,700 X 4 = 10,800
on hand = 2,500
Should order 8,300
(rounded off to closest carton = 10,000 Books or 5 cartons)
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10.00 Books

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1,260 X 4 = 5,040

on hand = 2,600

Should order 2,440

(rounded off to closest carton = 4,000 Books or 2 cartons)
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30.00 Books

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2,250 X 4 = 9,000
on hand = 2,000
Should order 7,000
(rounded off to closest carten = 7,200 Books or 6 cartons)
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In order to provide the proper mix of denominations needed if the Tables are followed, and be consistent with the 4 months supply of coupons indicated on the requisition as submitted, this requisition then would be revised as illustrated on attached sample.

As indicated, given an estimated total monthly dollar value of issuance only, the above steps also may be used to estimate the average monthly usage of each denomination and therefore, the initial order for new agents. In this case, step & would simply be omitted.

No. Months Supply of Books (Col 7 - Col 8) (9)	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		No. Months Supply of Books (Col 7 - Col 8) (9)	4.4
Average Monthly Issuance (8)	2000 2000 2000 2000		Average Monthly Issuance (8)	900 2700 1260 2250
Total Books with this order (Col 5 & 6) (7)	8600 8500 8600		Total Books with this order (Col 5 & 6) (7)	4000 12500 6600 9200
Estimated Books on hand as of 4/30/74 (6)	4000 2500 2600 2000	REVISED	Estimated Books on hand as of 4/30/74 (6)	4000 2500 2600 2000
No. of Books Ordered (5)	4000 6000 6000 22000		No. of Books Ordered (5)	0 10000 4000 7200 21200
No. of Books in Carton (4)	2000 2000 1200		No. of Books in Carton (4)	2000 2000 2000 1200
No. of Carton Ordered (3)	2 c c v v v v		No. of Carton Ordered (3)	13 6 2 5 0
Book Value (2)	\$ 2.00 3.00 10.00 30.00	•	Book Value (2)	\$ 2.00 3.00 10.00 30.00
Book Type (1)	A C C E Total		Book Type (1)	A B C C Total